



## STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission invites applications for the following **permanent** position:

### MANAGER, INFORMATION MANAGEMENT

#### A. Job Summary

The Manager, Information Management will manage and implement the delivery of strategic information systems, direct the operational activities of the Division and ensure effectiveness, stability and smooth operations within the Commission.

#### B. Responsibilities / Accountabilities

- Works with executives and management to develop the Information Management Strategic Plan aligned to the Commission's Business Strategic Plan;
- Designs, develops, implements, and coordinates policies and procedures for all areas of information technology to assure data accuracy, security, legal and regulatory compliance as well as compliance with Standard Operating Procedures (SOPs);
- Manages the day-to-day operations of the Department;
- Manages the Department's staff by assigning and supervising completion of designated projects and implementing practices, processes and policies to improve quality work standards to increase the department's level of productivity;
- Designs and implements Information Management Systems in accordance with the Commission's imperatives and infrastructural requirements;
- Incorporates industry trends and international best practices and standards in the improvement of current systems and infrastructure;
- Performs ICT risk management activities;
- Develops and implements infrastructure to support data and database integrity, stability, redundancy, protection, information security and Business Intelligence;
- Develops and performs systems configuration, monitoring and maintenance management of IT infrastructure, IT Security, electronic services and communications platforms;
- Maintains service level and contractual agreements with internal customers and external vendors;
- Maintains the Commission's Business Continuity Plan and Disaster Recovery Sites;
- Oversees and/or manages operation ICT projects from conception to completion.

### C. Minimum Qualifications and Experience

- A Bachelor's Degree with focus on Information Technology, Computer Science or related discipline.
- Post-Graduate qualifications in Business and Information Technology, Computer Science or a related discipline will be considered an asset.
- Eight (8) years' experience managing the delivery of Information Systems.
- Five (5) years' experience supervising staff at a junior level.
- Any relevant combination of education, training and experience will be considered.

### D. Competencies

<b>Technical Competencies:</b>	<b>Behavioural Competencies:</b>
<ul style="list-style-type: none"><li>• Planning, organising and budgeting skills</li><li>• Project Management skills</li><li>• Information Security</li><li>• Database Design, Development and Redundancy</li><li>• Business Continuity Planning and Disaster Recovery</li><li>• Knowledge of Information Technology International standards and best practices</li><li>• Problem Solving Skills</li></ul>	<ul style="list-style-type: none"><li>• Integrity</li><li>• Team Leadership</li><li>• Customer Orientation and strong interpersonal skills</li><li>• Analytical and conceptual thinking</li><li>• Initiative, Drive and achievement orientation</li><li>• Communication skills</li><li>• Performance Driven</li><li>• Strong Analytical/Critical Thinking skills</li><li>• Multi-tasking and execution skills</li></ul>

### E. Key Contacts

- Internal: Chief Executive Officer, Deputy Chief Executive Officer, Directors, Heads of Divisions/Departments and staff members.
- External: Providers and Customer Service Representatives/Contractors

**All applications should be forwarded under confidential cover and addressed as follows:**

#### **Vacancy – Manager, Information Management**

Director, Human Resources  
Trinidad and Tobago Securities and Exchange Commission  
Levels 22-23, Tower D  
International Waterfront Centre  
1 Wrightson Road  
Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

Salary Range: TT\$22,500 – TT\$28,000

***Applications should arrive no later than March 14, 2025.***

***The Commission thanks you for your interest, however, only shortlisted applicants will be contacted.***